INSTRUCTIONS FOR
APPLICATION FOR MINIMUM USE DRIVEWAY
LIBERTY TOWNSHIP ADAMS COUNTY, PENNSYLVANIA

In accordance with Chapter 269, Streets and Sidewalks Article 1, Driveways and Streets Excavations 269-6. A permit is required for the construction of new driveways or alterations to existing driveways that intersect with Public and Private Township Roads.

Applicant must complete

SECTION A – General applicant/owner information
SECTION B – Proposed driveway information/specifications
SECTION C – Signature of applicant

DEFINITIONS

Driveway - Every entrance or exit used by vehicular traffic to or from properties abutting a public or private road. The term includes proposed streets, lanes, alleys, courts, and ways.

Owner - The owner of the land upon which the driveway is located and his successors or assigns.

Minimum Use Driveway - A minimum use driveway is a residential driveway which is expected to have average daily traffic of not more than 25 vehicles.

Alterations - Alterations are defined as changes to the dimensions. No permit is required for driveway surface maintenance.

SECTION 4: REQUIREMENT OF PERMIT

A. Permit required. No person shall hereafter install or alter an existing driveway or allow any work incident to the alteration or installation. of a driveway including the alteration of existing drainage characteristics without first obtaining a permit from the Township. No person shall hereafter perform excavation or other work within a Township public or private road without first obtaining a permit from the Township.

B. No combined permits. Each driveway, whether or not serving the same premises, shall require an individual permit. Each excavation or other work site within a public or private road shall require an individual permit.

SECTION 5: APPLICATION PROCEDURES

A. Any owner shall, prior to obtaining a permit for a driveway connection, file an application with the Township, on a form furnished by the Township. Every person intending to perform excavation or other work within a public road shall, prior to obtaining a permit, file an application with the Township on a form furnished by the Board. The application shall be accompanied by such permit issuance fees and general inspection fees as determined by the Township. Issuance fees are used to defray costs incurred by the Township in reviewing and processing the application and plan(s), including the preliminary review of the site location identified in the application, and issuing and processing the permit. General inspection fees are used to defray costs incurred by the Township in spot inspection(s) during the progress of the work and after it has been completed to ensure compliance with the permit and these regulations.

SECTION 6: REQUIREMENTS FOR A DRIVEWAY CONNECTION

A. Required information. The application shall be accompanied by a sketch of the proposed driveway which at a minimum shall indicate:

1. Geometric information such as width, radius, dimensions, and location of the public or private road, right of way, slope and grades, length of driveway to residence or building, and distance to property lines and nearest driveway(s) and intersection(s). In conjunction with submission of the application, the applicant shall place a stake at the desired location which shall coincide with the submitted sketch. [Amended 11-4-2020 Ord. No. 2020-06]
2. Safe sight distances shall be indicated on the sketch as obtained from actual field measurement. Measurement of sight distance shall be measured in accordance with the requirements of PENNDOT. Minimum sight distances shall be required to meet those provided in the attached table or as may be amended by PENNDOT. Signature of the application by the owner shall be applicant's verification that the indicated sight distance is the result of actual field measurement.
3. Drainage culvert (if applicable) or swale including related grades as may be required. The determination for installation of a culvert pipe or swale and its required diameter shall be made by the Township following initial review by the Township representative. However, in all situations the diameter of the culvert pipe shall be a minimum of 15 inches. The application must also include a long-term drainage and erosion control plan which shall specify provisions for roadside drainage and control and mitigation of surface water runoff created by installation or improvement of the driveway. [Amended 3-2-2021 by Ord. No. 2021-03]
4. When determined necessary by the Township, a stormwater management plan shall be filed in accordance with the requirements of Chapter **263**, Stormwater Management, in which case approval of stormwater management plan shall precede issuance of a driveway permit.

B. Review criteria. The application and accompanying sketch and drainage plan shall be reviewed by the Board or its duly appointed representative. Driveway design shall conform to the requirements and standards and specifications of this article, PENNDOT, Chapter **275**, Subdivision and Land Development, of this Code, Chapter **263,** Stormwater Management of this code, and all related standards and specifications which are incorporated herein by reference. In no event shall a permit be issued for a proposed driveway under any of the following circumstances:
   1. It would create hazardous effects of storm water run-off.
   2. It would cause damage to public or private roads. [Amended 11-4 2020 by Ord. No 2020-06]
   3. It would increase hazardous driving conditions on public or private roads. [Amended 11-4-2020 by Ord. No. 2020-06]
   4. It would be constructed in a manner which would obstruct it from view.
   5. The sight distance is inadequate to safely allow movement to be made into or out of the driveway.
   6. The free movement of highway or street traffic would be impaired.
   7. It would create an area of traffic congestion on the highway or street.
   8. It would interfere with the placement, functioning or maintenance of a highway or street sign, detector, lighting, or other device that affects traffic control.
   9. In addition, the following standards shall be met:
      a. Where the property abuts two or more streets or highways, ingress and egress may be restricted to only that highway or street which can more safely accommodate its traffic.
      b. No more than two driveways shall be permitted per lot on any one highway or street frontage. The Board of Supervisors may grant permission for additional driveways under exceptional circumstances. [Amended3-2-2021 by Ord. No. 2021-03]
      c. It shall not be located within forty (40) feet of the right-of-way line of an intersecting street when deemed reasonably necessary for safety by the Board of Supervisors. This dimension shall be increased for driveways to shopping centers and other commercial, industrial, public, or institutional purposes.
      d. It shall not be located within five (5) feet of a fire hydrant, catch basin, or drain inlet.
      e. It shall not exceed a slope of seven (7%) percent within fifteen (15) feet of the street right-of-way line.
      f. It shall not be located within three (3) feet of a property line.
      g. All driveways shall be paved for a minimum of four feet back from the point that the driveway abuts the paved public or private road. The width of the driveway in this four-foot area shall be at least 25 feet. [Added 3-2-2021 by Ord. No. 2021-03]

C. Damage to public roads. The owner and the contractor are responsible for damage to any portion of the public road or right-of-way caused by equipment enroute or used at the work site, the cost of which may be recovered by the Township.

D. The owner shall be responsible for maintenance and protection of traffic to prevent damage or injury to persons or property.

E. Drainage. All driveways which are installed on any public road will be required to install either a drainage pipe (culvert) or construct a drainage swale as directed by the Township representative. If a drainage pipe is required, the diameter of the pipe shall be a minimum of 15 inches. [Amended 11-4-2020 by Ord. No. 2020-06;3-2-2021 by Ord. No. 2021-03]

F. Paving to limits. All driveways which are constructed and have access onto a paved public or private road will be required to be paved from the edge of the existing public or private road to the right-of-way limit or the end of the radius whichever extends further from the Township or private road. [Amended 11-4-2020 by Ord. No. 2020-06]

G. PENNDOT requirements. When a driveway accesses a state road, the owner shall comply with all PENNDOT requirements, including the requirement to obtain a permit from PENNDOT.

H. Reinspection's. The Township may reinspect the work not more than two years after its completion, and if there is settlement of the connection or any other defects appear in the work contrary to the conditions, restrictions and regulations of this article, the Township may enforce compliance therewith.

I. Owner's responsibility. As part of obtaining a driveway permit, all property owners shall be responsible for long-term maintenance of the driveway and related drainage or stormwater management plan. In the event that excess stormwater runoff or sediment is diverted onto public or private roads the owner will be given notice and required to make necessary corrections to bring the driveway and drainage into compliance. In the event that a driveway culvert pipe becomes crushed or blocked it shall be replaced at the owner's expense. The Township reserves the right to require the owner to make repairs, to make the repair at the owner's expense or to contract with a third party at owner's expense to perform the needed repairs. All property owners shall be responsible for any and all costs for maintenance to public roadways resulting from water runoff caused by improperly maintained driveway pipes. [Amended 11-4-2020 by Ord. No. 2020-06]

J. Overnight parking. Where construction permitted by this article requires equipment to park at the site overnight, it shall be located a minimum of four (4) feet from the edge of the cartway of the Township or private road. [Amended11-4-2020 by Ord. No. 2020-06]

K. Sight distance. Measurement of sight distance from a vehicle turning from a driveway shall be such that the position of the driver is taken to be 10 feet from the edge of the traveled roadway at the centerline of such driveway; the driver eye height is to be 3.5 feet; the vehicle height on traveled roadway is to be 4.25 feet. Adequate sight distance is to be provided to the right and to the left of the driveway.

L. Permit Issuance. If plans meet the criteria above, the Township shall issue the permit. If the application is found to be deficient, or if in the opinion of the Township the plan should be revised in order to meet the criteria above, the Township shall notify the owner of the changes to be made, whereupon the applicant shall make such changes and return the revised plan to the Township. When the application is acceptable to the Township, the permit shall be issued.

M. Mailbox. Place Mailbox a minimum of two feet back from edge of road, using the face of the box as a guide. Bury your post no more than 24 inches deep. Position your mailbox 43 inches to 46 inches above ground level.

NOTES:

A. If a swale is permitted, than a stormwater plan showing the swale design and grade to maintain must be submitted.

B. A paved apron is not required if it is connected to a dirt roadway.

APPLICATION FOR MINIMUM USE DRIVEWAY LIBERTY TOWNSHIP ADAMS COUNTY, PENNSYLVANIA

A minimum use driveway is a residential driveway which is expected to have average daily traffic of not more than 25 vehicles

(Alterations are defined as changes to the dimensions. No permit is required for driveway surface maintenance.)

SECTION A

Application Date _____ ***Application Is Made To*** _____ Construct A New Driveway ____ Alter An Existing Driveway

Applicant Information

Name/Business Name _____ Phone Number (_____) _____

Address_____ Email:_____

Owner Information

Name/Business Name _____ Phone Number (_____) _____

Address_____

Property Information

Name/Business Name _____ Phone Number (_____) _____

Address_____ Parcel _____

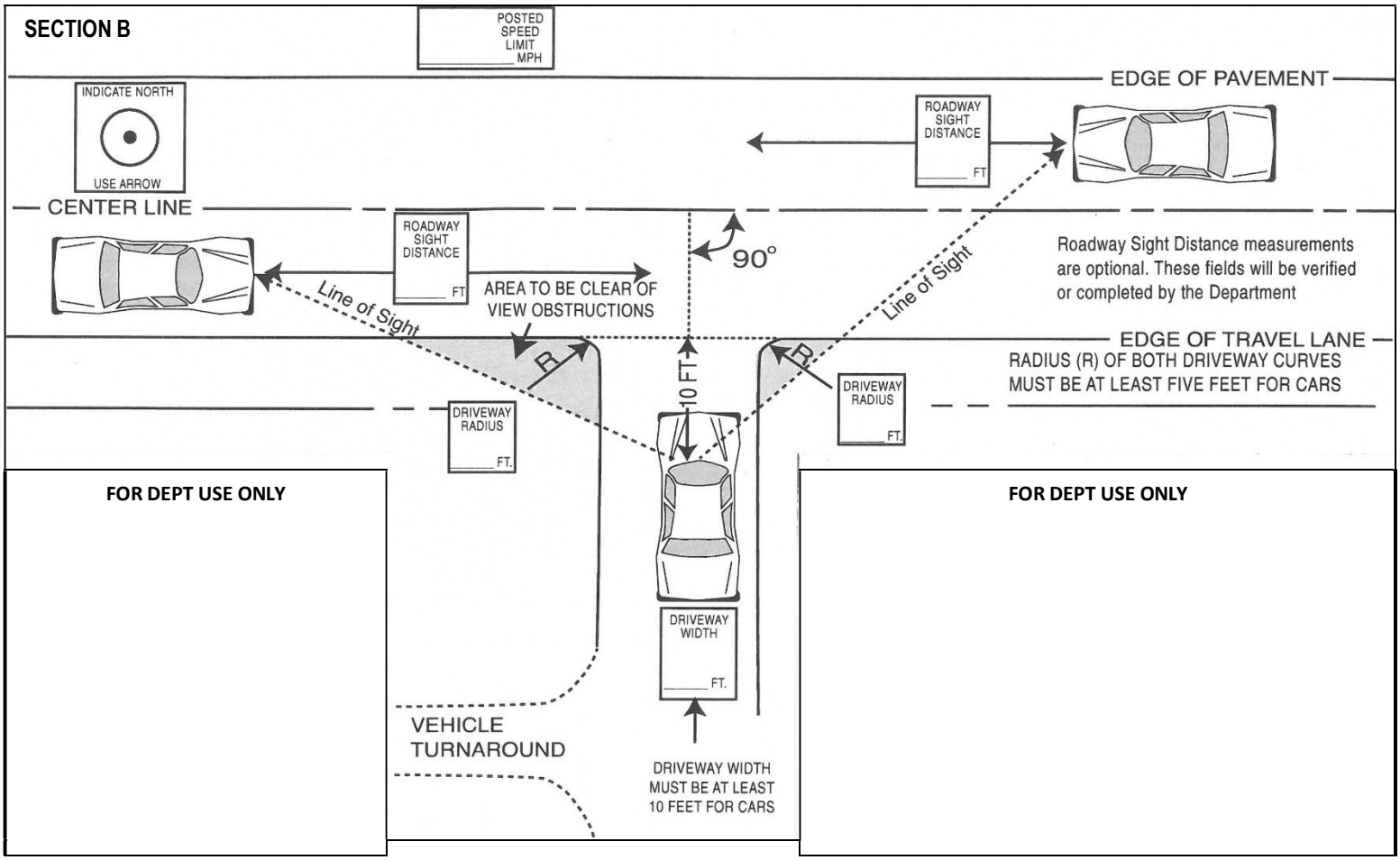
Location of Proposed Driveway Road Name & Number _____

Name of Nearest Intersection _____ Distance To Nearest Intersection In Feet _____

Date Work Scheduled to Begin: _____ Date Work Scheduled to be Completed: _____

A **Site Sketch Plan/Plot Plan shall be submitted with this application** showing the location of the proposed building or use shall accompany this application (scale not needed). Show dimensions of all property boundaries comprising the lot/parcel shape, locations of existing right-of-ways, stream(s), flood plain(s), public roadway(s), private road(s), driveway(s), well(s), septic(s), existing structures, and present usage or occupancy. No changes will be made to this application and/or Plot Plan without submitting written notification and plans for such changes. **PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUE**.

SECTION B



FOR DEPT USE ONLY

FOR DEPT USE ONLY

SECTION C

The applicant certifies that all statement contained herein are true and correct.

Signature of Applicant or Owner _____Date_____

APPROVED _____ **DENIED**: _____

INSPECTOR SIGNATURE:_____ INSPECTION DATE:_____

PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUE